

Professional and Managerial Branch  
Water Utilities Administration Group  
Water Systems Series

**WATER SUPPLY MANAGER**

10/00 (LBT)

*Summary*

Under general direction, manage the operation and maintenance of the water supply, production, treatment, and purification facilities through subordinate supervisors .

*Typical Duties*

Organize, implement, coordinate, and control production activities associated with water treatment and purification facilities, wells, storage, boosting, and allied monitoring of digital control and metering devices. Involves: directing water production to maintain adequate levels in distribution system reservoirs; overseeing laboratory end testing to assure safe, high quality potable water throughout the distribution system; directing research to improve water treatment techniques and methods, equipment and supplies; maintaining mandated water treatment techniques and methods, equipment and supplies; maintaining mandated water treatment operation records; ensuring compliance with Environmental Protection Agency (EPA) and other Federal and state standards and requirements

Assist with Water Systems Division administrative or other functions. Involves: participating in preparation of annual budget and long range capital improvement program for water production and treatment facilities; maintaining records; informing management of operation of Water Supply Division; investigating and adjusting complaints related to water quality; requisitioning personnel, supplies, materials and equipment; reviewing plans and specifications of treatment plants, reservoirs and pump stations to insure compliance with operational needs; serving as manager of water utility projects as assigned and collaborating with engineering staff on projects managed by Engineering; giving talks on utility's operation to civic organizations; conducting tours and explaining the operation of the facilities.

Supervise supervisory and non-supervisory, professional/managerial, and general services personnel as assigned. Involves: determining and preparing work schedules, and expediting work flow; assigning duties, issuing written and oral instructions and checking work for exactness, neatness, and conformance to policies and procedures; guiding subordinates to overcome difficulties encountered in performing duties; evaluating performance, coaching, and arranging for or conducting training and development activities; enforcing personnel rules and regulations, standards of conduct, work attendance and safe working practices; maintaining supervisor-subordinate harmony and resolving grievances; interviewing and hiring applicants; making staffing and job design changes and terminating employees.

Perform miscellaneous related managerial and administrative duties as required. Involves: substituting, as qualified, for peers or subordinates during temporary absences by carrying out specifically delegated functions to maintain continuity of normal services; conducting special studies; serving on ad hoc committees or representing the City at various conferences and meetings as instructed; preparing and presenting special and recurring reports and recommendations containing technical data and cost estimates effecting department activities for review by City officials and other executives; maintaining awareness of trends in the profession and technological developments.

*Minimum Qualifications*

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Civil or Sanitary Engineering or closely related field and eight (8) years of progressively responsible professional experience in design, construction or operation of water or wastewater utility facilities, including four (4) years in a progressively responsible supervisory capacity.

Knowledge, Skills and Abilities: Comprehensive knowledge of: the methods, practices and procedures utilized in the treatment of water; the design and related engineering and chemical aspects of water treatment plant facilities; EPA standards and requirements concerning water and sewage treatment. Considerable knowledge of: the chemistry of water treatment and quality control; administrative managerial practices and procedures; safety working practices and procedures.

Ability to: supervise assigned personnel; ability to train and instruct employees in various plant and laboratory operations; enforce personnel rules and regulations, standards of conduct and work attendance; enforce safety working practices and procedures; establish and maintain effective relationships with fellow employees, officials and the general public; express oneself clearly and concisely both orally and in writing; make sound decisions; maintain

files and prepare reports.

Skill in the safe operation and care of a motor vehicle.

Physical Effort & Work Environment: Occasional mobility in a field environment; exposure to weather conditions; operation of a motor vehicle through City traffic.

Licenses and Certificates: Must possess: either an "A" certificate of competency in Water issued by Texas Natural Resources Conservation Commission (TNRCC) or a Texas Professional Engineer License by time of appointment; Texas Class "C" Driver's license or equivalent from another state.

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Director of Personnel

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Department Head

OFFICIAL